



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN, MS 39309-5403

COMTRAWINGONEINST 12451.1A
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17 Apr 14

COMTRAWING ONE INSTRUCTION 12451.1A

From: Commander, Training Air Wing ONE

Subj: CIVILIAN EMPLOYEE OF THE QUARTER AWARDS PROGRAM

Ref: (a) DoD 1400.25-M, Subchapter 451

Encl: (1) Sample Letter of Appreciation
(2) Sample Letter of Commendation
(3) Civilian Achievement/Civilian of Quarter Award Worksheet
(4) Civilian Employee of the Quarter Nomination Form

1. Purpose. To establish policy and procedures governing the use of the Awards Program per reference (a). The goal of this Awards Program is to acknowledge creativity and excellent work ethic in the workplace by formally recognizing employees with a Command Officially Designated Parking Spot. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMTRAWINGONEINST 12451.1

3. Scope.

a. This instruction does not include monetary awards but provides information to employees and their supervisors concerning eligibility, procedures, requirements, limitations, and administrative processing. Department Heads/Civilian Supervisor are strongly encouraged to recognize exceptional performers at any time during the rating cycle.

b. Non-Monetary Awards. Non-monetary awards provide an opportunity to acknowledge valuable contributions made and may reflect contributions made over a period of time.

c. This instruction primarily applies only to the Government Service (GS) civilian employees of Training Air Wing ONE (TW-1).

4. Types of Awards.

a. Enclosures (1) through (4) provide sample awards and recognition, worksheet, and nomination form. This program is designed to inspire increased effort on the part of all employees to develop the traits of character essential to deserve such recognition.

b. Letter of Appreciation. This award is used to recognize and show appreciation for civilian employees who provide continuity within the Command and makes important contributions to readiness.

c. Letter of Commendation. This award is used to recognize and commend civilian employees for significant achievement or exceptional service and fully supporting the mission of the Air Wing. The Letter of Commendation is reserved for recognition of a level higher than that of the Letter of Appreciation

5. Awards Criteria.

a. It is the goal of TW-1 to emphasize recognition of workforce contributions in a timely manner. The acts or services must be accomplished or performed above that normally expected of an employee commensurate with his/her grade, and constitutes a meaningful contribution toward Command goals.

b. To ensure that all Department Heads/Civilian Supervisor select candidates on an equitable basis, selection shall be based solely on professional performance, adaptability, productivity, skill level, leadership, communication skills (verbal and written), initiative, contributions to mission performance, attitude, efforts at self-improvement, and important achievements.

c. An award is not an entitlement; therefore, the granting of, the failure to grant, or the level of an award is neither grievable under administrative procedures nor appealable.

d. Examples of achievements that may be considered for recognition include:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Using initiative and creativity in making improvements in a product, activity, program, or service.

(4) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work while maintaining the employee's own workload.

(5) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

6. Nominations.

a. Eligibility. Nearly every GS civilian employee, whether temporary or permanent, may be nominated for COQ. To be eligible for nomination, employees must have been employed by the Command and performed in the position being nominated for at least three months, have no record of adverse actions for the past six months, and have not been selected as COQ during the previous four (4) quarters.

b. Civilian of Quarter (COQ). Department Heads/Civilian Supervisor will submit, by COB 20 January, 20 April, 20 July, and 20 October, their nomination for COQ to the Selection Committee Chairperson. Nominations shall be submitted as follows:

(1) Department Heads/Civilian Supervisor shall establish procedures within their departments to select eligible nominees from the civilian employees assigned.

(2) Nominations shall be submitted by completing Civilian Employee of the Quarter Nomination Form, enclosure (4).

(3) Each department may nominate only one individual each quarter.

(4) If a department does not submit a nominee, it will be automatically determined that the department does not have a qualified applicant for that COQ cycle.

(5) Personnel comprising the COQ Selection Committee are normally not eligible for this award. The Wing Commander reserves the right to select a Committee member as COQ based on the fundamental criteria and guidelines herein this instruction.

c. No qualified applicant. In the event that there are no nominations or it is determined that there are no qualified applicants for COQ, to help maintain the integrity of the program, the award and recognition for that period covered will be waived. The COQ parking spot shall be surrendered by the previous COQ or previous drawing winner.

d. Random Drawing.

(1) In the event that no COQ is selected, the COQ Selection Committee Chairperson will conduct a public random drawing to select an individual to park in the COQ parking spot during the current COQ award cycle.

(2) The COQ Selection Committee Chairperson is responsible to develop and employ a fully transparent, fair and equitable random drawing system.

(3) The COQ Selection Committee Chairperson will hold the random public drawing in the War Room of the Training Air Wing at 11:00 hours on the last business day of the nomination month stated in section 6.b above. No fewer than a total of five (5) persons are to be present during the drawing.

(4) All TW-1 GS civilian employees are eligible for the random drawing, regardless of status. In the event of a back-to-back random winner, COQ-to-random winner, or any other combination thereof, that GS civilian employee shall remain eligible to keep the parking spot. It is also the GS civilian employee's option to yield the parking spot to a different random drawing winner.

(5) Random drawing parking spot winners are not recognized under any other performance-related part of this instruction.

7. Department Heads/Civilian Supervisor. The Department Head or Civilian Supervisor shall complete enclosure (3) and forward to the COQ Selection Committee Chairperson by close of business 20 January, 20 April, 20 July, and 20 October their nomination for COQ. Should these dates fall on a non-work day, the submissions will be forwarded on the last business day prior to the above dates.

8. COQ Selection Committee.

a. The COQ Selection Committee Chairperson shall be the MSO. The chairperson will retain records of the COQ Selection Committee final recommendations for a rolling period of eight (8) quarters.

b. The committee will be comprised of the Department Head and Civilian Supervisor from each department as voting members.

c. Nominees are not automatically considered to be qualified or deserving of this award. The committee shall meet, review the nominations, and determine/validate the appropriate level of recognition; whether the nominee is deserving of a Letter of Appreciation or Letter of Commendation. The committee may interview the candidates, as necessary, and will recommend a COQ to the Chief Staff Officer (CSO).

d. Through the committee processes, the COQ Selection Committee will arrive at and forward to the CSO, the final nominee package. It is the right of the board to dismiss any and all nominees that, by the interpretation of the committee, do not meet the criteria listed herein. It is possible, but not likely, that the COQ Selection Committee may process nominee packages and not recommend a COQ.

e. In the event of a hung COQ Selection Committee decision or in the case of a tie, the CSO will then review the competing applicant packages. The CSO may exercise the right to consult with COQ Selection Committee members and interview each nominee. In such a case, and after careful consideration, the CSO will select and forward the final nominee to the Wing Commander.

f. The Wing Commander will ratify the COQ Selection Committee's or CSO's final nominee.

9. Administration.

a. The cognizant Department Head/Civilian Supervisor shall forward award packages to the Wing Administration Department for processing.

b. Time-off awards will be given when funding permits. The COQ awardee will receive the following:

(1) COQ:	Letter/Certificate
	Parking Spot
	8 hours off

c. Parking. The Designated Parking Spot is awarded for the following periods of time, respectively:

01 February – 30 April
01 May – 31 July
01 August – 31 October
01 November – 31 January

In the event the award recipient already has a designated parking spot he or she will have two options.

- (1) Use a random drawing of all Wing GS employees to select a new recipient.
- (2) Designate a Wing GS employee to park in the spot during the award period.

d. The Wing Administration Department is responsible for reviewing and processing COQ Letter of Appreciation/COQ Letter of Commendation.

e. The Wing Commander will announce the COQ Award winner.


BRIAN J. GOSZKOWICZ

Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp
https://www.cnatra.navy.mil/TW1/pubs_notices.asp
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SAMPLE LETTER OF APPRECIATION

COMMANDER, TRAINING AIR WING ONE, MERIDIAN, TAKES PLEASURE IN
PRESENTING THIS LETTER OF APPRECIATION RECOGNIZING

(Employee Name)

AS TRAINING AIR WING ONE, CIVILIAN OF THE QUARTER, (LIST QUARTER), FY
2012, FOR SERVICE AS SET FORTH IN THE FOLLOWING CITATION:

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER
DUTIES AS (Position Title) ASSIGNED TO TRAINING AIR WING ONE MERIDIAN,
MISSISSIPPI, FROM (Period of Recognition)

(Employee Name)

Provide Explanation of Accomplishments

(Employee Name) EXCEPTIONAL PROFESSIONALISM AND SELFLESS DEVOTION TO
DUTY REFLECTED CREDIT UPON HIM/HERSELF AND WERE IN KEEPING WITH THE
HIGHEST TRADITIONS OF UNITED STATES CIVILIAN SERVICE.

Department Head Name _____

Department Head Title _____

SAMPLE LETTER OF COMMENDATION

1650
Ser N1/

From: Commander, Training Air Wing ONE
To: Mr./Mrs./Ms. (Employee Full Name)

Subj: LETTER OF COMMENDATION FOR SELECTION AS CIVILIAN EMPLOYEE
OF THE QUARTER

Ref: (a) COMTRAWINGONEINST 12451.1

Encl: (1) Certificate for Civilian Employee of the Quarter

1. Per reference (a), you are commended for your outstanding performance as Civilian Employee of the Quarter. You have earned this recognition by demonstrating a high degree of administrative and technical proficiency within your assigned duties. Additionally, your conduct and military bearing have made an extremely favorable impression among your peers and military instructors and students.

2. It is with great pleasure that I designate you Training Air Wing ONE Civilian Employee of the Quarter for (list quarter).

BRIAN J. GOSZKOWICZ

Copy to:
Civilian Supervisor/ Department Head

Enclosure (2)

***CIVILIAN EMPLOYEE OF THE QUARTER
TRAINING AIR WING ONE
[PERIOD]***



***MR./MRS./MS.
FIRST NAME MIDDLE LAST NAME***

BRIAN J. GOSZKOWICZ
CAPTAIN, USN
COMMODORE

CIVILIAN ACHIEVEMENT/CIVILIAN OF QUARTER AWARD WORKSHEET

Type of Recognition: COQ Civilian of Quarter for what Quarter: _____

Civilian Achievement Award:

Employee Name:

Position Title:

Series/Grade:

For professional achievement in the performance of his/her duties as: What: _____

Position Title/Grade assigned to Training Air Wing ONE, Meridian, MS from to Month/Year
Assigned to Current Position

Month/Year Assignment Ended: Mr/Ms.

Employee Name:

(Provide explanation of accomplishments - not to exceed four typed lines)

CIVILIAN EMPLOYEE OF THE QUARTER NOMINATION FORM

From: Department Head/Civilian Supervisor

To: Civilian Employee of the Quarter Selection Committee

Subj: NOMINATION FOR CIVILIAN EMPLOYEE OF THE QUARTER FOR THE PERIOD
OF [DATES]

1. Nominee Information:

a. Employee Name:

b. Position Title:

c. Series/Grade:

d. Month/Year Assigned to Current Position:

e. Month/Year Last Nominated for COQ

2. Explain why your nominee deserves recognition as the Employee of the Quarter and provide examples to demonstrate how your nominee is deserving of this award. The basis for nomination must be accomplishments or achievements which occurred during the quarter for which nominated. All criteria may not apply. You need only provide information which applies.

a. Overall Work Performance (adaptability, productivity, skill level, dependability, completeness, going the extra mile, quality of work/service, etc.):

b. Professionalism (gets along w/supervisors and co-workers, commitment to the Command, courteous, team-player):

c. Community Service (Active participation or leadership in Command Sponsored programs, special emphasis programs):

d. Self-Improvement (academic/scholastic/professional development/professional certifications completed, etc.):

e. Achievements/Contributions (provide duty description and duty accomplishments over and beyond what is expected. Describe the significant effect on mission accomplishment, employee morale and welfare, or other areas which resulted in improvement in Command programs, procedures, or work methods):

3. Additional Comments

a. Signature of Nominator.

Enclosure (4)